

**City of Grant  
City Council Agenda  
May 3, 2016**

*The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, May 3, 2016, in the Grant Town Hall, 8380 Kimbro Ave. for the purpose of conducting the business hereafter listed, and all accepted additions thereto.*

**1. CALL TO ORDER**

**PUBLIC INPUT**

**Citizen Comments – Individuals may address the City Council about any item not included on the regular agenda. The Mayor will recognize speakers to come to the podium. Speakers will state their name and address and limit their remarks to three (3) minutes. Generally, the City Council will not take any official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF REGULAR AGENDA**

**4. APPROVAL OF CONSENT AGENDA**

- A. April 3, 2016 City Council Meeting Minutes
- B. Bill List, \$66,889.21
- C. Brochman Blacktopping, Potholing, \$22,179.50
- E. Clerk 3% Pay Increase for 2016, per approved 2016 City Budget
- F. 2016-2017 Dust Control, Low Bid-Envirotech, \$0.8850 Per Unit
- G. Addendum to Newsletter Template, City Rules of Procedure

**5. STAFF AGENDA ITEMS**

- A. City Engineer, Brad Reifsteck
    - i. 2016 Roadway Patching
    - ii. Road Ranking System Update
    - iii. Discussion of 2016 Special Roads Projects
  - B. City Planner, Jennifer Haskamp
    - i. Draft Land Use Definitions
    - ii. Consideration of Land Use Definitions, Final Group
  - C. City Attorney, Nick Vivian (no action items)
6. NEW BUSINESS (None)
  7. UNFINISHED BUSINESS (None)
  8. DISCUSSION ITEMS
    - A. City Council Reports (any updates from Council, no action taken)
    - B. Staff Updates
  9. COMMUNITY CALENDAR MAY 4 THROUGH MAY 31, 2016:
    - Mahtomedi Public Schools Board Meeting, Thursday, May 12<sup>th</sup> and May 26<sup>th</sup>, Mahtomedi District Education Center, 7:00 p.m.
    - Stillwater Public Schools Board Meeting, Thursday, May 12<sup>th</sup>, Stillwater City Hall, 7:00 p.m.
    - City Office Closed, Memorial Day, May 30<sup>th</sup>, 2016
    - Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.
  10. ADJOURNMENT

**CITY OF GRANT  
MINUTES**

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**DATE** : April 5, 2016  
**TIME STARTED** : 7:02 p.m.  
**TIME ENDED** : 8:24 p.m.  
**MEMBERS PRESENT** : Councilmember Sederstrom, Lobin, Huber  
and Mayor Carr  
**MEMBERS ABSENT** : Lanoux

Staff members present: City Attorney, Nick Vivian; City Treasurer, Sharon Schwarze; and City Clerk, Kim Points

**CALL TO ORDER**

Mayor Carr called the meeting to order at 7:02 p.m.

**PUBLIC INPUT**

Mary Sante, League of Women Voters – Introduced herself and stated they are present to observe the meeting as part of a second year study of City meetings.

Sharon Schwarze – Commented on the great job Kline Bros. did on Joliet Avenue that was in bad shape due to the quick thaw.

**PLEDGE OF ALLEGIANCE**

**SETTING THE AGENDA**

**Council Member Lobin moved to approve the agenda, as presented. Council Member Huber seconded the motion. Motion carried unanimously.**

**CONSENT AGENDA**

March 2, 2016 City Council Meeting Minutes	Approved
Bill List, \$61,632.65	Approved
Croix Valley Inspector, \$21,945.84	Approved
City of Mahtomedi, 1 <sup>st</sup> Quarter Fire Contract, \$32,347.00	Approved

1 Council Member Huber moved to approve the consent agenda, as presented. Council  
2 Member Lobin seconded the motion. Motion carried unanimously.

3  
4 **STAFF AGENDA ITEMS**

5  
6 **City Engineer, Brad Reifsteck**

7  
8 **Discussion of McKusick Millings** – A memo relating to the issue of millings on McKusick was  
9 included in the Council packets. There was a discussion at the March 2, 2016 Council meeting to  
10 investigate the use of bituminous millings as a method to maintain local roadways, in particular,  
11 McKusick Road North between Manning Ave and Dellwood Road.

12  
13 A few facts about the method for using millings for roadway maintenance purposes:

- 14
- 15 • Used to maintain existing gravel surface roadways only.
  - 16 • Millings are generated from grinding off the top bituminous surface during local mill &  
17 overlay street projects or in cooperation with similar County or neighboring City projects  
18 to gain a cost advantage on materials.
  - 19 • Millings are repurposed by placing over an existing gravel surface using paving  
20 equipment similar to a typical road surfacing project.
  - 21 • Residual oil in millings lessens the need for other dust pollution remedies.
  - 22 • Maintenance (reapplication) is required approximately every 2-3 years, depending on  
23 traffic volumes.

24  
25 McKusick Road Characteristics:

- 26
- 27 • The bituminous roadway is approximately 24' wide with 2'-4' gravel shoulders.
  - 28 • The roadway is approximately 6,100 lineal feet in length.
  - 29 • Records indicate the road was paved in 1988 and received a seal coat in 2008.
  - 30 • Annual maintenance includes patching and pothole filling.

31  
32 McKusick Road is not a candidate for the bituminous millings method mentioned above.

33  
34 McKusick Road will be given a condition rating as part of the 2016 Pavement Management  
35 Report. The report will provide recommendations for complete rehabilitation or maintenance  
36 methods for all roadways, including McKusick Road. The expected cost for improvements to the  
37 entire length of McKusick Road will range from \$73k (Patching) to \$457k (complete  
38 rehabilitation) depending on the report's recommended method and available funding.

39  
40 Mayor Carr stated the City Engineer is not present but the Council did request a report on  
41 millings in terms of McKusick Avenue.

42  
43 Council Member Huber stated the use of millings is not a bad idea but the Engineer has indicated  
44 they can't be used on McKusick. He stated he still wants the Road Ranking system completed

1 prior to the discussion of 2016 special road projects. It was noted that there are other roads in  
2 surrounding communities that the state is providing some financial help with.

3  
4 **Mayor Carr moved to appoint Council Member Huber to talk to the County about**  
5 **financial help with McKusick Road. Council Member Lobin seconded the motion. Motion**  
6 **carried unanimously.**

7  
8 **City Planner, Jennifer Haskamp**

9  
10 **Continuation of Land Use Definitions** – As discussed and directed at the March Council  
11 meeting, staff has prepared the following draft land use definitions for your initial discussion and  
12 consideration. At the March meeting there was general consensus over the draft definitions  
13 provided for Broadcasting Studio, Hotel or Motel, and Theater. The Council directed staff to do  
14 the following 1) provide additional thought/consideration of Archery Range, Gun Club and Gun  
15 Range, and 2) to consider modifying the definition for historic structures slightly. In addition,  
16 staff has prepared draft definitions and comments related to the last (and final) group of land uses  
17 initially considered with the Land Use Moratorium that recently expired.

18  
19 **March Definitions - Revisions**

20  
21 **Archery Range, Gun Club and Gun Range (Continued discussion)**

22  
23 In March the Council discussed definitions related to Archery Range, Gun Club and Gun Range  
24 and provided some direction and feedback to staff. The following is a summary of staff's  
25 understanding of the Council's recommendations:

- 26
- 27     ▪ Archery Ranges: Are acceptable as identified within the Table of Uses, and would be  
28         acceptable both indoors and outdoors. Such facilities would be subject to State rules, if  
29         applicable, for setbacks, acreage requirements, etc.
  - 30     ▪ Gun Clubs: Are acceptable as identified within the Table of Uses and would allow indoor  
31         and outdoor facilities. Such facilities would be subject to State rules, if applicable, for  
32         setbacks, acreage requirements, etc.
  - 33     ▪ Gun Ranges: are acceptable as indoor facilities only, and no outdoor facilities would be  
34         permitted. Such facilities would be subject to state rules, if applicable.
- 35

36 Chapter 87A of the Minnesota Statutes addresses shooting ranges (both archery and gun ranges)  
37 and as background staff has attached the statute to the staff report. Staff is seeking council  
38 direction on the following related to this land use:

- 39
- 40     ▪ Is staff's summary accurate?
  - 41     ▪ Since the statute identifies specific performance standards related to these facilities, the  
42         Council could consider incorporating them by reference. Is this something council would  
43         like to consider, or would you prefer to draft independent performance standards?

- Should staff keep the land uses separate (archery ranges, gun ranges and gun clubs)? State statutes group Archery and Gun Ranges together. So, if we were to incorporate the states by reference we must consider how to differentiate the uses.

After direction is given by the Council, staff will prepare a draft definition to be brought back at the next council meeting for discussion.

**Structure, historic, scenic**

Based on the council’s discussion, staff has made the following adjustment to the draft definition prepared in March. The changes are marked with a strikethrough:

*Structure, historic, scenic* means a building, structure, archaeological site, or other place that is listed on the national or state register of historic places, ~~or meets the requirements for listing on the national or state historic registers,~~ or is designated as a significant historic site by the city council. All unplatted cemeteries meeting provisions of Minn. Stats 307.08 are significant historic sites.

Through discussion, the Council referred to the archery ranges/gun clubs and determined the staff summary was accurate, performance standards should be included in the definition except maybe in the General Business zone in terms of acreage and state statutes should also be included. A gun range would be different because it is indoors so different performance standards should be established and only allowed in General Business. The Council accepted the draft structure definition.

**Consideration of land Use Definitions, Final Group – Draft Definitions and Discussion (Final Group)**

**Armories, convention halls and similar uses**

Staff has drafted the following definition for your consideration:

*Armory, or convention halls* means a large building able to accommodate individuals and groups that gather to promote and share a common interest. Such facilities typically include auditoriums, concert halls, lecture halls, meeting rooms and conference rooms.

The City’s Table of Uses Section 32-245 identifies “Armories, convention halls and similar uses” as not permitted in any zoning district as identified in the following excerpt:

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Armories, convention halls and similar uses	N	N	N	N	N

**Commercial Schools**

1 Staff has researched various communities' ordinances, the American Planning Association  
 2 standard land use definitions and other resources and is unsure what is meant by "Commercial  
 3 Schools". As identified in subsequent sections "Schools – public and private" is fairly broad and  
 4 would seem to address most types of schools, with the exception of Trade Schools and  
 5 Vocational Schools (although this could be included in the definition for Schools below, if  
 6 desired). While staff could not find examples based on research, Commercial Schools could be  
 7 defined to address institutions that are focused on specific skill or business like karate, or  
 8 accounting, or art, or similar. Another option would be to simply remove Commercial Schools  
 9 from the land use table. Staff is looking for direction from the Council to either prepare a  
 10 definition or remove the use from the table.

11

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Commercial Schools	N	N	N	N	C

12 **Student Housing**

13 There is no definition for Student Housing within the existing ordinance. Currently the table of  
 14 uses conditionally permits student housing in the A1, A2 and R1 zoning districts (see below).  
 15 Staff has conducted some research regarding this land use and the common definition generally  
 16 refers to student living quarters associated with a college or university, and such uses would have  
 17 fairly high density and require urban services. Since this use has been conditionally permitted in  
 18 the A1, A2 and R1 zoning districts, it seems likely that this is NOT the type of student housing  
 19 contemplated by the City. Staff would look for direction from the Council with respect to this  
 20 land use in order to appropriately draft a definition, since it does not seem like the common  
 21 definition of "Student Housing" would apply. Depending on the direction of the Council, this  
 22 land use could also be removed from the table of uses.

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Housing, student	N	C	C	C	N

23 **Schools – public and private**

24 Staff has prepared a draft definition of schools as identified below. The draft definition is  
 25 tailored specifically to the instruction of children in their primary and secondary school years, but  
 26 could be expanded to include trade schools, skills schools (i.e. karate school, or similar), etc.  
 27 Staff would ask the Council discuss the draft definition and provide direction as to whether or  
 28 not the definition should be broadened to accommodate additional types of schools. (Some of the  
 29 differentiation could be made within the Commercial Schools, if desired, see above).

1 **Schools – public and private** means an institution or building in which children and young  
 2 people usually under 19 receive education. Such institutions may be funded by public funds,  
 3 private organizations, or private individuals.

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Schools – public and private	N	C	C	C	N

4  
 5 **Storage – Open**

6 Currently, the City’s ordinance does not define “Storage – Open”, however the table of uses cross  
 7 references the definition with Section 32-341 Drainage. It is unclear why the reference to the  
 8 drainage section of the code is provided, and staff believes it may be a typo, and that the  
 9 appropriate code reference would be to Section 32-316 Exterior Storage. As indicated in the  
 10 following excerpt from the table of uses Exterior Storage is addressed as both principal and  
 11 accessory uses on a property and depending on the zoning district is permitted, conditionally  
 12 permitted or not permitted. Further the City’s definition for Exterior Storage includes “open  
 13 storage” as part of the definitions as follows:

14  
 15 *Exterior storage* includes the term "open storage" and means the storage of goods,  
 16 materials, equipment, manufactured products and similar items not fully enclosed by a building.

17  
 18 Additionally the table of uses clearly describes storage in terms of principal and accessory on a  
 19 site, which is shown in the following excerpt of the table of uses:

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
<del>Storage – Open (See section 32-341)</del>	<del>N</del>	<del>CC</del>	<del>CC</del>	<del>CC</del>	<del>C</del>
Storage – as a principal use. (See section 32-316)	N	C	C	C	C
Storage – normally incidental to the principal use. (See section 32-316)	A	A	A	A	A
Storage – not accessory to a permitted principal use. (See section 32-316)	N	C	C	C	N

21  
 22 Based on the table of uses, Section 32-316 and the definition of Exterior storage which includes a  
 23 reference to “open storage” staff would recommend removing “Storage – Open” from the table of  
 24 uses (as crossed out above). Because the Exterior storage definition includes “open storage”  
 25 there is no differentiation between the two terms, and therefore the table of uses seems redundant  
 26 and somewhat contradictory in terms of the permitting process. Also, staff believes that the table  
 27 of uses adequately addresses the types of exterior storage that may occur on a property, and



1 performance standards are addressed in Section 32-316. Staff is requesting the Council consider  
2 the staff's recommendation to strike "Storage – Open" from the table of uses.

3  
4 Mayor Carr suggested commercial schools be removed from the use table because the private  
5 school definition would include that. More information relating to dance schools, karate schools,  
6 etc. was requested in terms of the current ordinance.

7  
8 The Council suggested private/public schools contain performance standards and could be better  
9 defined with square footage requirements. Open storage is redundant and should be eliminated  
10 from the land use chart.

11  
12 Council Member Sederstrom stated storage facilities should be allowed in the General Business  
13 zone and "man caves" are becoming very popular.

14  
15 Council Member Huber agreed and added that allowing those in the General Business zone is a  
16 good idea as there is low impact and does generate taxes. Allowing those types of facilities  
17 would be good, smart development.

18  
19 City Attorney Vivian asked the Council to think about incorporating interior storage in the  
20 definition. The City also has a warehousing use.

21  
22 The Council determined student housing would be removed from the land use chart.

23  
24 This item will appear on the next regular Council agenda.

25  
26 **City Attorney, Nick Vivian (no action items)**

27  
28 **NEW BUSINESS**

29  
30 **Consideration of Resolution No. 2016-10, Supporting Dedicated State Funding for City**  
31 **Streets, City Treasurer, Sharon Schwarze** – City Treasurer Schwarze advised the draft  
32 resolution was provided at the last regular Council meeting. She asked if there were any  
33 questions regarding the resolution and stated the bill has been introduced to both the Senate and  
34 House.

35  
36 Council Member Huber advised the Legislature is working on a short schedule this year. The  
37 time to talk to the Legislatures is now to try and influence them to continue the small city road  
38 funding.

39  
40 **Council Member Huber moved to adopt Resolution No. 2016-10, as presented. Council**  
41 **Member Lobin seconded the motion. Motion carried unanimously.**

42  
43 **Consideration of City of Grant Rules of Procedure, City Newsletter Addendum** – Mayor  
44 Carr reviewed the following staff report that was included in the Council packets:

1 In 2015 the City Council appointed City staff as the City newsletter Editor and approved a  
2 newsletter template relating to articles as a means of meeting City requirements including the  
3 recycling grant and MS4 permitting.

4  
5 The template included articles from City Council Members. Space was allotted to each Council  
6 Member depending on how many Council articles were submitted. If every Council Member  
7 submitted an article the space available is about ¼ page each.

8  
9 The Spring 2015 newsletter included a Council Member article that was too large so the font was  
10 minimized to fit. There were no issues with the Fall 2015 newsletter articles as the articles  
11 submitted were shorter and there was more space available, eliminating the problem of  
12 unreadable articles. Those articles submitted do note “no permission to edit in any way”.

13  
14 Articles were submitted by Council Members for the Spring 2016 newsletter. Again they were  
15 too long for the space allowed and no edits were allowed. The Editor did request revised articles  
16 to accommodate the space that was allowed and received a revised, longer, three page article in  
17 18 point font.

### 18 19 **PUBLISHING OF NEWSLETTER**

20  
21 With the background provided above and timing an issue, three options relating to the City  
22 newsletter were clear:

- 23  
24 1) Publish the newsletter with articles that had font too small to read – A disservice to  
25 residents and makes the City and the City newsletter look bad.
- 26  
27 2) Publish the newsletter without the articles that were too long – The implications of that  
28 are fairly clear. No explanation needed.
- 29  
30 3) Don't publish City Newsletter – Again, the City has requirements relating to the  
31 newsletter that have repercussions including financial.

### 32 33 **OPTIONS**

- 34  
35 1. Better define newsletter article submittals; space, font size, etc.
- 36 2. Add statement relating to articles submitted that do not meet the defined guidelines.

37  
38 Mayor Carr stated it appears as though with this issue the City will now need more rules. The  
39 newsletter is not about politics and is good for citizens.

40  
41 Council Member Huber stated the length of the articles made it impossible to print but the  
42 content is also a problem. The articles were full of alligations with no proof. There continues to  
43 be a pattern of attacking staff over and over and over. Staff is not here to be picked apart and it  
44 needs to stop. The only way to do this is to minimize all Council Members and it is truly  
45 embarassing for the City.

1 Council Member Lobin stated guidelines are needed for Council articles.

2  
3 Mayor Carr stated it is very unfortunate but the only way to do this is eliminate Council articles.

4  
5 **Council Member Lobin moved to remove City Council articles from the City Newsletter**  
6 **template, as presented. Council Member Huber seconded the motion. Motion carried with**  
7 **Council Member Sederstrom voting nay.**

8  
9 Council Member Huber asked for a legal opinion regarding the articles.

10  
11 City Attorney Vivian stated the articles written do run the risk of being liable and slanderous.  
12 The Council should never argue policy outside of the public forum. It also raises open meeting  
13 violations as well.

14  
15 **UNFINISHED BUSINESS**

16  
17 There was no unfinished business.

18  
19 **DISCUSSION ITEMS**

20  
21 **City Council Reports:**

22  
23 Mayor Carr referred to an incident in which a Council Member was harassed by a citizen of  
24 Mahtomedi. An affidavit was signed by Council Member Sederstrom indicating the citizen was  
25 a reporter for him. The case was dismissed because of that. The incident happened outside of a  
26 regular City meeting. A public tv cable show does not give anyone the right to claim he has  
27 reporters. The Mayor stated he thinks the whole situation is disgusting as residents pay for this  
28 and Council Member Sederstrom has taken responsibility for that citizen.

29  
30 Council Member Sederstrom stated the citizen in question has been on his show numerous times  
31 and has provided him with information. He is responsible for his reporters and the first  
32 amendment rights allow that.

33  
34 Council Member Huber provided the public with the background on the evening in question  
35 noting a special Council meeting was scheduled in the afternoon as opposed to the evening due  
36 to scheduling conflicts with several Council Members. A citation for harassment was issued  
37 with probable cause. Going to court was to determine if the citizen involved was going to trial.  
38 The affidavit gave him legal remedy to not go to trial. He asked if we as Council Members  
39 should be chasing other Council Members at private functions?

40  
41 Council Member Sederstrom stated Council Member Lobin filed a false police report and  
42 explained how mercury is now getting into Lost Lake due to the construction of the new  
43 elementary school.

1 Mayor Carr referred to a real police report that could be discussed. The Council and City staff  
2 has taken this abuse for too long. There are two Council Members that harass and intimidate  
3 everyone. He stated he wants to do the work of the City and work with the entire Council. It  
4 needs to stop as everyone is tired of it.

5  
6 Council Member Huber apologized that the City has to go through any of this. He stated he  
7 would like to be at Council meetings to discuss policy. Each Council Member is present and was  
8 elected to argue policy and that can't seem to be done without constant harassment.

9  
10 **Staff Updates:**

11  
12 A Planning Commission training session was held in March for the newly appointed Planning  
13 Commission. It appears that the City has a good group that is eager to get started and serve the  
14 City.

15  
16 **COMMUNITY CALENDAR APRIL 6 THROUGH APRIL 30 , 2016:**

17  
18 **Mahtomedi Public Schools Board Meeting, Thursday, April 14<sup>th</sup> and 28<sup>th</sup>, Mahtomedi  
19 District Education Center, 7:00 p.m.**

20 **Stillwater Public Schools Board Meeting, Thursday, April 14<sup>th</sup>, Stillwater City Hall, 7:00  
21 p.m.**

22 **City of Grant Clean-Up Day, Saturday, April 23, 2016, 9:00 am to Noon**

23 **Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.**

24  
25 **ADJOURN**

26  
27 **Council Member Huber moved to adjourn at 8:24 p.m. Council Member Lobin seconded  
28 the motion. Motion carried unanimously.**

29  
30  
31  
32 These minutes were considered and approved at the regular Council Meeting May 3, 2016.

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36 \_\_\_\_\_  
37 Kim Points, Administrator/Clerk

\_\_\_\_\_ Tom Carr, Mayor

Date range: 04/01/2016 to 04/30/2016

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
SHC, LLC	04/07/2016	13046	\$2,376.75	Planning	No	100-41209-300	\$2,250.50
Payroll Period Ending 04/30/2016						909-49310-300	\$126.25
Xcel Energy	04/26/2016	13048	\$3,359.83	Utilities	No	100-41101-100	\$3,359.83
Kline Bros Excavating	04/26/2016	13049	\$7,660.00	Road Maintenance	No	100-43101-300	\$7,660.00
Hisdahl's	04/26/2016	13050	\$131.95	Plaques	No	100-41314-200	\$131.95
Press Publications	04/26/2016	13051	\$62.72	Assessment Notice	No	100-41308-351	\$62.72
AirFresh Industries	04/26/2016	13052	\$125.00	PortaPot #22570	No	100-43007-210	\$125.00
Brochman Blacktopping Co.	04/26/2016	13053	\$22,179.50	Patching	No	100-43109-300	\$22,179.50
Croix Valley Inspector	04/26/2016	13054	\$14,661.04	Building Inspector	No	100-42004-300	\$14,661.04
Ken Ronnan	04/26/2016	13055	\$45.00	Video Tech Services	No	100-41318-100	\$45.00
M.J. Raleigh Trucking	04/26/2016	13056	\$255.36	River Rock	No	100-43106-210	\$255.36
Waste Management	04/26/2016	13057	\$4,140.36	Recycling	No	100-43011-384	\$4,140.36
Washington County Property Records	04/26/2016	13058	\$2,468.00	Property Tax	No	100-43008-510	\$2,468.00
CenturyLink	04/26/2016	13059	\$120.31	City Phone	No	100-41309-321	\$120.31
Wells Fargo Business Card	04/26/2016	13060	\$41.76	Office Supplies	No	100-41313-200	\$41.76
Lyle Signs, Inc.	04/26/2016	13061	\$63.80	Sign Replacement	No	100-43110-330	\$63.80
Todd Smith	04/26/2016	13062	\$1,991.92	Monthly Assessment Services	No	100-41208-300	\$1,991.92
MIN Department of Labor & Industry	04/26/2016	13063	\$814.87	Conf#24645163060	No	100-42005-520	\$814.87
Sprint	04/26/2016	13064	\$34.49	City Cell Phone	No	100-43116-321	\$34.49
KEJ Enterprises	04/26/2016	13065	\$9,000.00	March 2016 Road Contractor	No	100-42006-300	\$83.00
						100-43006-300	\$125.00
						100-43009-300	\$125.00
						100-43102-300	\$166.14
						100-43105-300	\$167.00
						100-43106-300	\$20.84

**City of Grant**

**Disbursements List**

**04/26/2016**

<u>Vendor</u>	<u>Date</u>	<u>Check #</u>	<u>Total</u>	<u>Description</u>	<u>Void</u>	<u>Account #</u>	<u>Detail</u>
Sherrill Reid Animal Control	04/26/2016	13066	\$90.00	Animal Control/Inv2016-39	No	100-42006-300	\$90.00
SHC, LLC	04/26/2016	13067	\$1,818.00	Planning	No	100-41209-300	\$1,565.50
						909-49310-300	\$252.50
Eckberg Lammers	04/26/2016	13068	\$15,093.47	Legal Services	No	100-41204-300	\$2,881.00
						100-41205-300	\$10,573.00
						100-41206-300	\$1,639.47
Washington Conservation District	04/26/2016	13069	\$162.50	1st of 4 Quarterly Billings	No	100-43130-300	\$162.50
PERA	04/26/2016	13070	\$643.61	PERA	No	100-41102-120	\$344.79
						100-41113-100	\$298.82
Petty Cash	04/26/2016	13071	\$200.00	Postage/Supplies	No	100-41310-210	\$100.00
						100-41313-210	\$100.00
Tina Lobin	04/26/2016	13072	\$56.28	Clean Up Day Supplies	No	100-43001-210	\$56.28
IRS	04/26/2016	EFT75	\$1,113.35	Payroll Taxes	No	100-41103-100	\$351.69
						100-41107-100	\$409.97
						100-41110-100	\$285.03
						100-41112-100	\$66.66
<b>Total For Selected Checks</b>			<b>\$89,068.71</b>				<b>\$89,068.71</b>

Brochman Blacktopping Co.  
 12770 Mckusick Rd.  
 Stillwater, Mn. 55082

# Invoice

Date 4/24/2016  
 Invoice # 4027

**Bill To**

City Of Grant  
 111 Wildwood Rd.  
 Po. Box. 577  
 Willernie, MN 55090

Terms Due on receipt Due Date 4/24/2016

Item	Description	Qty	Price	Amount
asphalt mix	Tons	15	56.40	846.00
Limerock	Tons	15	10.00	150.00
Truck	With driver (hours)	22	88.00	1,936.00
Roller	With operator (hours)	6	75.00	450.00
Skid loader	With operator (hours)	9	78.00	702.00
tack machine	(hours)	1	50.00	50.00
Tack	Gallons	15	3.00	45.00
paver	(hours)	2	75.00	150.00
Man hours	Labor	9	57.00	513.00
	Subtotal			4,842.00
	Labor & materials for asphalt pot hole patching & repair at Knollwood Ave. (Grant) 04/18/2016			
asphalt mix	Tons	3.5	56.40	197.40
Truck	With driver (hours)	10	88.00	880.00
Roller	With operator (hours)	3	75.00	225.00
Skid loader	With operator (hours)	2	78.00	156.00
tack machine	(hours)	1	50.00	50.00
Tack	Gallons	10	3.00	30.00
Man hours	Labor	5	57.00	285.00
	Subtotal			1,823.40
	Labor & materials for asphalt pot hole patching & repair at Leeward Ave. (Grant) 04/18/2016			

Thank you! for your business.

Subtotal  
 Sales Tax (0.0%)  
 Total

brochmanpaving@msn.com

651-439-5379  
 651-439-5379

Payments/Credits  
 Balance Due

Total amount due  
 on page 4th  
 Thank you! cmB.

**Bill To**  
 City Of Grant  
 111 Wildwood Rd.  
 Po. Box. 577  
 Willernie, MN 55090

Terms Due on receipt Due Date 4/24/2016

Item	Description	Qty	Price	Amount
asphalt mix	Tons	14	56.40	789.60
Truck	With driver (hours)	12	88.00	1,056.00
Roller	With operator (hours)	4	75.00	300.00
Skid loader	With operator (hours)	4	78.00	312.00
paver	(hours)	1	75.00	75.00
	Subtotal			2,532.60
	Labor & materials for dig out of broken areas and asphalt pot hole patching & repair at Justin Trl. (Grand) 04/19/2016			
asphalt mix	Tons	30.5	56.40	1,720.20
Truck	With driver (hours)	16	88.00	1,408.00
Roller	With operator (hours)	6	75.00	450.00
Skid loader	With operator (hours)	5	78.00	390.00
paver	(hours)	1	75.00	75.00
tack machine	(hours)	1	50.00	50.00
	Subtotal			4,093.20
	Labor & materials for dig out of broken areas and asphalt pot hole patching & repair at Leeward Ave. (Grand) 04/19/2016			
asphalt mix	Tons	1	56.40	56.40

Thank you! for your business.

Subtotal  
 Sales Tax (0.0%)  
 Total  
 Payments/Credits  
 Balance Due

brochmanpaving@msn.com

651-439-5379  
 651-439-5379



Brochman Blacktopping Co.

12770 Mckusick Rd.

Stillwater, Mn. 55082

# Invoice

Date 4/24/2016

Invoice # 4027

**Bill To**

City Of Grant  
111 Wildwood Rd.  
Po. Box. 577  
Willernie, MN 55090

Terms Due on receipt

Due Date 4/24/2016

Item	Description	Qty	Price	Amount
Truck	With driver (hours)	3	88.00	264.00
Roller	With operator (hours)	2	75.00	150.00
Skid loader	With operator (hours)	2	78.00	156.00
tack machine	(hours)	1	50.00	50.00
Tack	Gallons	5	3.00	15.00
Man hours	Labor	5	57.00	285.00
	Subtotal			976.40
	Labor & materials for asphalt pot hole patching & repair at 62nd St. (Grant) 04/20/2016			
asphalt mix	Tons	1.5	56.40	84.60
Truck	With driver (hours)	3	88.00	264.00
Roller	With operator (hours)	2	75.00	150.00
Skid loader	With operator (hours)	2	78.00	156.00
tack machine	(hours)	1	50.00	50.00
Tack	Gallons	7	3.00	21.00
Man hours	Labor	2	57.00	114.00
	Subtotal			839.60
	Labor & materials for asphalt pot hole patching & repair at Jocylyn Rd. (Grant) 04/20/2016			
asphalt mix	Tons	3	56.40	169.20
Truck	With driver (hours)	7	88.00	616.00

Thank you! for your business.

Subtotal

Sales Tax (0.0%)

Total

brochmanpaving@msn.com

651-439-5379

651-439-5379

Payments/Credits

Balance Due

**Bill To**

City Of Grant  
 111 Wildwood Rd.  
 Po. Box. 577  
 Willernie, MN 55090

Terms Due on receipt Due Date 4/24/2016

Item	Description	Qty	Price	Amount
Roller	With operator (hours)	2	75.00	150.00
Skid loader	With operator (hours)	4	78.00	312.00
tack machine	(hours)	1	50.00	50.00
Tack	Gallons	16	3.00	48.00
Man hours	Labor	11	57.00	627.00
	Subtotal			1,972.20
	Labor & materials for asphalt pot hole patching & repair at 67th St., 65th St. & north half of Keats Ave. (Grant) 04/20/2016			
asphalt mix	Tons	5	56.40	282.00
Truck	With driver (hours)	18	88.00	1,584.00
Roller	With operator (hours)	7	75.00	525.00
Skid loader	With operator (hours)	6.5	78.00	507.00
tack machine	(hours)	2	50.00	100.00
Tack	Gallons	30	3.00	90.00
Man hours	Labor	12	57.00	684.00
	Subtotal			3,772.00
	Labor & materials for asphalt pot hole patching & repair at south end of Keats, 60th Ln. Keswick, 61th St. Ct. & Kelvin Ave. (Grant) 04/22/2016			

Thank you! for your business.

Subtotal	\$20,851.40
Sales Tax (0.0%)	\$0.00
Total	\$20,851.40
Payments/Credits	\$0.00
Balance Due	\$20,851.40

brochmanpaving@msn.com

651-439-5379  
 651-439-5379

Brochman Blacktopping Co.  
 12770 Mckusick Rd.  
 Stillwater, Mn. 55082

# Invoice

Date 4/14/2016  
 Invoice # 4022

**Bill To**

City Of Grant  
 111 Wildwood Rd.  
 Po. Box. 577  
 Willernie, MN 55090

Terms Due on receipt

Due Date 4/14/2016

Item	Description	Qty	Price	Amount
asphalt mix	Tons	1.5	56.40	84.60
Man hours	Labor	2	57.00	114.00
Truck	With driver (hours)	9	88.00	792.00
Roller	With operator (hours)	4.5	75.00	337.50
	Subtotal			1,328.10
	Labor & materials for asphalt patching repair of large holes at Kimbro & 88th, Jamaca & 107th, Greenlefe Ave. (Grant) MN 55082. 04/07/2016			
Thank you! for your business.		Subtotal		\$1,328.10
		Sales Tax (0.0%)		\$0.00
		Total		\$1,328.10

brochmanpaving@msn.com

651-439-5379

651-439-5379

Payments/Credits \$0.00

Balance Due \$1,328.10

The purpose of the City newsletter is to provide City information to residents. The City budgets a specific dollar amount every year to publish and mail the newsletter. Staff is responsible for gathering and coordinating the articles for publication. The following items should be included in each newsletter:

- Recycling information
- MS4 Information
- Public Safety
- City News/Services
- Gateway Trail News
- City Road Information
- County Road Projects
- State Road Projects
- Budget Information
- Property Tax/Assessor Information
- Mayor Article
- ~~Council Member Articles~~
- City of Grant History

## Section 6

### TOWN HALL

#### A. Use

The City of Grant utilizes Town Hall for City Council Meetings, City neighborhood meetings, work sessions and special meetings unless otherwise noted.

Because there is no staff person on site, Town Hall use is not permitted to other groups for meetings.

Prior to the decision to broadcast City meeting on cable and the installation of video equipment, two groups were grandfathered in and are allowed an annual meeting. Those groups are the Gateway Trail Association and Woodland Acres Homeowner's Association.

#### B. Fee



**Memorandum**

**To:** *Honorable Mayor and City Council, City of Grant  
Kim Points, Administrator, City of Grant*

**From:** *Brad Reifsteck, PE, City Engineer  
WSB & Associates, Inc.*

**Date:** *April 25, 2016*

**Re:** *2016 Roadway Maintenance*

**Background**

In 2013, Council adopted a revised Seal Coat/Roadway Maintenance Plan that includes both seal coat and patching roadways based on the pavement condition. The plan alternates patching and seal coating projects every other year in an effort to keep costs lower by maintaining larger project areas.

In 2016, seal coating and patching is planned for the following streets:

2016 Seal Coating	2016 Patching
<ul style="list-style-type: none"><li>62<sup>nd</sup> Street – West of Lake Elmo Dr,</li><li>115<sup>th</sup> Street – West of Manning</li><li>Hidden Glade Ave – North of Hwy 96</li><li>100<sup>th</sup> Street – West of Julianne Ave</li><li>102<sup>nd</sup> Street / Ct – West of Manning</li><li>100<sup>th</sup> Street – Ideal to Heron</li><li>Jamaca Avenue – North of 64<sup>th</sup> Street</li></ul>	<ul style="list-style-type: none"><li>Fieldridge Road – North of 101<sup>st</sup> St</li><li>Indigo Trail – East of Ideal</li></ul>

If the city elects to move forward with the planned patching, Brochman Blacktopping is already under contract for the city's patching work and is prepared to complete the work.

The budget for 2016 is \$68,000. The 2016 Seal Coat/Roadway Maintenance Plan is attached for review.

**Action:** Discussion. Direct staff to solicit quotes for seal coating.







***Memorandum***

**To:** *Honorable Mayor and City Council, City of Grant  
Kim Points, Administrator, City of Grant*

**From:** *Brad Reifsteck, PE, City Engineer  
WSB & Associates, Inc.*

**Date:** *April 25, 2016*

**Re:** *Pavement Rating Update*

Last November the Council awarded a proposal for rating the City's paved roads. WSB Inspectors waited this spring for the pavements to warm and cracks to be fully exposed before beginning field inspections. Field inspection began on April 25<sup>th</sup> and will be finished by May 6<sup>th</sup>. The Inspector will be driving a vehicle with a flashing yellow beacon and wearing a safety vest identified with the WSB logo.

Once the field inspections are completed the roadways will be rank according to condition and will be used to identify, update or reprioritize the City's existing roadway seal coat/maintenance plan and special road projects.

**Action:** Discussion.





## *Memorandum*

**To:** *Honorable Mayor and City Council, City of Grant  
Kim Points, Administrator, City of Grant*

**From:** *Phil Olson, PE, City Engineer  
WSB & Associates, Inc.*

**Date:** *July 27, 2015*

**Re:** *McKusick Road: Improvement Options*

At the last several City Council meetings, Council has discussed the pavement condition on McKusick Road. Since the last meeting, contact has been made with the Gasthaus and Stillwater Oaks golf course. Staff has discussed the options available and the associated costs but at this point no decisions have been made about the preferred option. Additional time is recommended to continue discussions with the business owners before this item is discussed by council again.

Below is background information about the road along with options for repairing the roadway, improving driving conditions, and reducing maintenance costs. This information was included with the previous staff report. At the request of council, an option for closing the middle section of McKusick Road has now been provided.

### Current Road Statistics:

- City completed seal coat in 2008
- Patching is approximately \$20,000/year
- Traffic counts
  - 1163 – west side
  - 1496 – east side

### Planned Improvements:

- McKusick Road is currently planned for \$23,684 of additional patching in 2018.
- The current Seal Coat & Roadway Maintenance Plan is attached.

### Washington County Considerations:

- Washington County turned the ownership of the road over to the City in 1988
- Washington County completed an overlay prior to the City taking ownership
- McKusick Road is not included as a detour route for the roundabout project at Hwy 96 and Manning Avenue. The official detour will direct traffic to CSAH 12 and CSAH 9 however some traffic may still use McKusick Road as a short cut.
- Staff contacted Washington County to discuss maintenance costs, responsibility, and having the County take back ownership. Washington County is not interested as it does not provide any benefit to their regional roadway network.
- A future signal is planned at the intersection of McKusick Road and Manning Avenue. Roadway widening and signal sensors will be required on the Grant side of the intersection.

### Improvement Options:

- Patching:
  - Currently \$20,000/year and expected to increase in the future
  - Does not provide long term solution to the pavement issues
  
- Pulverizing – Grinding the existing pavement
  - High traffic volumes may create increased grading or patching maintenance in some areas.
  - Prepares road for future paving projects
  - Construction estimate: \$30,000
  
- Road Closure – Permanently close the road from 88<sup>th</sup> Street to 300 feet west of Lansing Avenue.
  - Reduces long term road maintenance responsibility by approximately 900 feet.
  - Requires the installation of a new cul-de-sac at an existing driveway 300 feet west of Lansing Avenue to maintain access to two properties
  - Right-of-way is likely needed for the installation of a cul-de-sac
  - Permanent loss of prescriptive roadway rights for roadway that is removed
  - Reduces connectivity of the road network
  - Construction estimate: \$40,000 plus easement acquisition costs
  
- Heavy Patching – Patching entire length of roadway with 1½ to 2 inches of pavement
  - Significantly reduces the amount of patching required for the next 5 to 10 years
  - Construction estimate: \$120,000
  
- Reclamation – Grinding existing pavement and paving 3½ inches of new pavement
  - Addresses all immediate maintenance issues and provides 20 year design life.
  - Construction estimate: \$300,000
  - Engineering, legal, administrative, and finance costs ranging from 15% to 25% are also required to bid and administer the contract.

There are also several options for combining different types of improvements. For example, pulverizing could be completed in the area between the golf course and the restaurant and heavy patching could be completed at the east end near Hwy 96 and on the west end near Manning Avenue. This would reduce the amount of patching required and encourage traffic to use the state and county roads.

**Action:** Discussion. Provide direction to staff.

## MEMORANDUM

<b>To:</b> Mayor and Grant City Council	<b>Date:</b> April 26, 2016
<b>CC:</b> Kim Points, City Clerk	<b>RE:</b> Land Use definitions
Nick Vivian, City Attorney	Armory or Convention Halls, Broadcast Studio
<b>From:</b> Jennifer Haskamp, City Planner	Hotel or Motel, Structure, Historic, scenic
	Theater

### Background & Summary

Over the past several months the Council has been working on definitions for the remaining land uses from the recently expired moratorium which are identified within the Table of Use but are not defined within the ordinance. Based on the discussions, staff believes that the following definitions, in draft form, are generally agreeable to the Council and would be ready for public hearing.

### Action Requested

Staff is requesting direction from the council to publish a notice of public hearing to consider a draft ordinance for the following land use definitions and changes to the Table of Uses.

### Definitions & Table of Uses Modifications/Changes

*Armory, or convention halls* means a large building able to accommodate individuals and groups that gather to promote and share a common interest. Such facilities typically include auditoriums, concert halls, lecture halls, meeting rooms and conference rooms.

*Broadcasting Studio* means a facility or building where the production and transmission of radio or television broadcasts originate, which may include ancillary office and business spaces to support the operations.

*Hotel or Motel* means a building which provides a common entrance, lobby, halls and stairway and in which ten or more people are, for compensation, lodged with or without meals. Such operations may include a single building or a group of detached, semi-detached, or attached buildings containing guest rooms or dwellings, with garage or parking space conveniently located to accommodate each unit.

*Structure, historic, scenic* means a building, structure, archaeological site, or other place that is listed on the national or state register of historic places, or is designated as a significant historic site by the city council. All unplatted cemeteries meeting provisions of Minn. Stats 307.08 are significant historic sites.

*Theater* means a building or part of a building devoted to the showing of motion pictures or theatrical or performing arts productions as a principal use, but not including an outdoor drive-in theater.

**Table of Uses revisions for Public Hearing\***

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
<del>Housing, student</del>	<del>N</del>	€	€	€	<del>N</del>
<del>Storage — Open (See section 32-341)</del>	<del>N</del>	€€	€€	€€	€

*\*Only land uses which would be modified on the Table of Uses are identified above; all others will remain unchanged.*

## MEMORANDUM

<b>To:</b> Mayor and Grant City Council	<b>Date:</b> April 26, 2016
<b>CC:</b> Kim Points, City Clerk	<b>RE:</b> Land Use definitions
Nick Vivian, City Attorney	Archery Range, Gun Club, Gun Range,
<b>From:</b> Jennifer Haskamp, City Planner	Commercial Schools
	Schools – Public and Private

### Summary & Background

Based upon the discussion of the council at the March and April meetings, staff has prepared additional draft land use definitions and revisions for your review and consideration. As previously stated, the following land uses are currently undefined within the ordinance but appear on the land use table. Draft definitions, as well as corresponding discussion, are provided for your review and consideration.

### April Definitions – Revisions

#### Gun Club, Gun Range, and Archery Range

Staff has reviewed the comments from the Council during the April council meeting and prepared the following draft definitions for your review and consideration. Staff remains a bit unclear of the difference between a “Gun Range” and a “Gun Club”. Minnesota Statutes appears to group both of these uses together and assumes that there is a “shooting range” associated with both uses. (If this is not the intent of the Council, then further discussion and clarification should be provided during the May meeting so staff can appropriately draft language.) The following definitions and edits were drafted assuming that the State’s definition is consistent with the direction/thoughts of the Council. If you review the existing Table of Uses Gun ranges are not permitted in any zoning district, and Gun clubs are conditionally permitted in the A1 and A2 zoning districts. Consistent with how the statute defines “Shooting Range”, staff would recommend combining Gun Range and Gun Club into a single use and then determine whether such facilities should only be permitted indoors. Based on the current direction that Gun Ranges would be acceptable only indoors, staff has provided the following draft definitions for your considerations:

*Gun Range or Gun Club, indoor* means an indoor facility designated or operated primarily for the use of firearms as defined within the applicable Minnesota State Statutes and laws. All operations related to the shooting range, and the discharge of firearms, shall be permitted only within a fully enclosed facility, and shall be regulated by the applicable Minnesota State Statutes including, but not limited to, chapter 87A Shooting

Ranges. Such facilities shall have primary access and frontage on a county or state road and shall be setback a minimum of 150-feet from any property line.

*Archery Range* means an area or facility designated or operated primarily for a shooting range of bow-and-arrow as defined within Minnesota State Statutes (chapter 87A). Such facilities may be located indoors or outdoors and shall be operated in compliance with the applicable Minnesota State Statutes. Outdoor (archery) shooting ranges shall be setback a minimum of 750-feet from all property lines, or as regulated within MN State Statutes, whichever is greater. Such facilities shall have primary access and frontage on a county or state roadway.

Based on the proposed definitions, the following adjustment to the Table of Uses is provided for your discussion and consideration:

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Archery range, commercial outdoors	C	C	C	N	N
Gun clubs <u>or ranges, indoor.</u>	N	C	C	N	<del>NC</del>
<del>Gun ranges</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>

### Commercial Schools

Based on the Council discussion in April, staff reviewed the existing ordinance and more specifically recent definitions to see how/or if a karate school, for example, would be permitted. If “Commercial Schools” were to be removed from the table of uses a karate school would not be permitted as a standalone business/structure. It could possibly fit within the definition of a “Home Occupation” if it is an accessory use, but it would not be permitted otherwise. As such, staff would recommend that the use remain, and slightly modified to “Schools – commercial”, and staff has prepared the following draft definition for your review:

*Schools – commercial* means a school established to provide for the teaching of clerical, managerial, or artistic skills including such things as karate, painting and dance. Such facilities may be owned and operated privately for profit or not-for-profit.

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
<del>Commercial Schools</del> <u>Schools - commercial</u>	N	N	N	N	C

### Schools – public and private

During the April City Council meeting it is Staff’s understanding that the Council was interested in adding some general performance standards to staff’s proposed March definition for public and private schools. In

response staff has provided the following modification to the definition which is identified with an underline. One item to note, is that the size or square footage of the building (scale) permitted will be constrained by several existing factors within the City’s existing ordinance including coverage requirements, height maximums, setbacks, wetland setbacks and sizing of septic systems. If additional regulation is desired, staff would look to the Council to provide further direction so that staff may draft additional performance standards to include within the definition, or within the appropriate section of the code.

*Schools – public and private* means an institution or building in which children and young people usually under 19 receive education. Such institutions may be funded by public funds, private organizations, or private individuals. Such facilities must have frontage on an improved county or state roadway, and have a minimum of 20 contiguous acres.

Use	Conservancy	Agricultural A1	Agricultural A2	Residential R1	General Business (GB)
Schools – public and private	N	C	C	C	N

## City Council Report for April 2016

Date: April 19, 2016

To: Honorable mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

### Zoning Enforcement:

1. Mr. Lauren Fariss Violation of the City of Grant Zoning Ordinance Section 12-20 Moveable Property and Section 32-320 Reasonable Maintenance Required.

1. The city received a formal complaint that Mr. Fariss has unlicensed and junk automobiles stored on the property, as well a vast amount of Junk & trash items scattered along the boundaries of the property.

Mr. Fariss is a repeat offender since 2008. I sent a letter to Mr. Fariss informing him of the violation and a thirty day window for the clean-up. I will monitor the property for compliance.

### Building Permit Activity:

1. Twenty Three Building Permits were issued for a total valuation of \$ 847,526.00

Respectfully submitted,

A handwritten signature in black ink that reads "Jack Kramer". The signature is written in a cursive style with a large initial "J".

Jack Kramer

Building & Code Enforcement Official



